

CHIEF RIGHT-OF-WAY AGENT

PURPOSE AND NATURE OF WORK

Purpose work is to supervise and participate in the acquisition, sale, and abandonment, plus research and investigation of rights-of-way, easements, and real property for the Lafayette Consolidated Government. Work involves planning, organizing, assigning, and supervising the work of subordinates involved with preparing land abstracts, negotiating with property owners for the purchase of land, and the relocation of individuals, families, and businesses displaced through rights-of-way obtainment. The incumbent may become involved in the more difficult negotiations and research tasks.

Incumbent works in accordance with established policies and procedures under the general direction of the Public Works Director and has supervisory responsibilities for a staff of Right-of-Way Agents.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews plans of rights-of-way and construction projects with project engineers. Assigns work to subordinates; coordinates work with departments concerned. Supervises and reviews progress of other employees in the section. Handles the more difficult rights-of-way acquisitions.

Obtains and evaluates abstracts, appraisals, and property descriptions. Relocates individuals, families, and businesses displaced through rights-of-way obtainment. Applies state, federal, and local guidelines to projects as called for. Oversees the training of new employees in the section.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of rights-of-way acquisition procedures for municipal purposes.
Considerable knowledge of state, federal, and local guidelines pertaining to assigned duties.

Knowledge of principles and practices involved in the relocation of families, individuals, and businesses displaced by urban renewal and local code enforcement projects.

Ability to communicate effectively with the general public and to establish effective working relationships with other employees and superiors.

Ability to adjust to work demands which may vary in type and intensity.

Ability to plan, organize, assign, and supervise the work of subordinate personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in rights-of-way work, public contract work, or real estate work; or any equivalent combination of training and experience.